

**The United States District Court/Southern District of Florida  
NOTICE OF VACANCY**

**Position:** Jury Clerk, Temporary 1 year 1 day appointment  
**Announcement No:** 2018-CLK-09  
**Location:** Miami, FL  
**Salary Range:** \$38,240 - \$62,202 (CL24) commensurate with experience  
**Opening Date:** December 5, 2017  
**Closing Date:** Open Until Filled, applications received by December 15, 2017 in first review.

\*\*\*\*\*

**Temporary position may conclude earlier with advance notice or become  
permanent without further advertising.**

**Position Overview:**

- Prepare and mail summons notices and forms. Determines from an examination of returned questionnaires those persons who are qualified as jurors under applicable statutes and local rules.
- Recommends to the court those jurors who should be excused in conformity with policies established by the Court and the District Jury Plan.
- Notifies jurors of changes in reporting status, including dates and times of required service, as such changes occur.
- Advises jurors regarding all particulars of jury service including payment, excuses, and rights under the Jury Act, and responds to all questions.
- Provides juror orientation and instructs jurors as to their duties and court procedures.
- Establishes and maintains recorded phone message systems. Monitors and records juror attendance for management of their service and payment.
- Resolves problems and complaints arising from such actions. Compiles statistical reports and gives oath at naturalization ceremonies.
- Performs data processing as needed for Court's Jury Maintenance System (JMS). These duties will include, and are not limited to - updating records to reflect correct mailing addresses, name changes, and juror qualifications.
- Screens jurors for employment category for payment disbursement.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- This position requires occasional travel to other offices within the district.

**Qualification Requirements**

Requires a minimum of one year specialized experience. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Candidate must demonstrate knowledge of or ability to learn the Jury Plan and National Jury Act. Must demonstrate the ability to provide quality service to all customers both internal and external. To be appointed at the CL24 level, experience must include at least one year specialized experience equivalent to the CL23 level. Experience with a computer terminal or other computer applications, e.g., word, and

*It is our honor and duty to provide the support necessary to enable the court as an institution  
to fulfill its constitutional, statutory and societal responsibilities for all who seek justice*

familiarity with statistical reports and skills in records management is highly desired. Incumbent must be able to speak in front of large groups of jurors. Must be able to lift boxes of up to 40 lbs..

### **Educational Substitutions**

Education above the high school level may be substituted for required general experience. One academic year at the college level (30 semester hours or 45 quarter hours) equals **one year** of general experience.

An undergraduate degree with an emphasis on Legal Studies or closely related field is preferred. Current or previous federal judiciary or other federal agency experience is highly desired.

### **Desirable Characteristics**

The successful candidate should be mature, highly organized, poised, and demonstrate initiative, possess tact and good judgment, and maintain a professional appearance and demeanor at all times. The candidate must have the ability to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. Ability to speak in front of large groups of jurors is essential.

### **Organizational Relationship**

This position is assigned to the Clerk's Office and reports to the Jury Administrator.

### **Background Investigation:**

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

### **Employee Benefits**

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- 13 accrued days of paid vacation per year for the first three years.\*
- Ten paid national holidays per year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in Group Life Insurance, Long Term Disability and Long Term Care Insurance Programs.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

### **How to Apply:**

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting **Announcement Number 2018-CLK-09** in the subject line to: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov).

1. Detailed resume (referencing announcement number), including salary history and personal email address.
2. Application for Judicial Branch Federal employment (AO 78).
3. An additional statement (no more than two type-written paragraphs) describing the extent to

*It is our honor and duty to provide the support necessary to enable the court as an institution to fulfill its constitutional, statutory and societal responsibilities for all who seek justice*

which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

**If all items listed below are not received, your application will not be considered. Do not copy and paste your resume to the email.**

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

United States District Court - Human Resources - Room 8S72  
400 North Miami Avenue Miami, FL 33128-7717  
General Information: (305) 523-5980  
District Court Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Only qualified applicants will be considered for this position  
The Federal Courthouse has been designated a non-smoking area.  
Applicant must be a U.S. Citizen or a permanent resident who is seeking U.S. citizenship.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

*It is our honor and duty to provide the support necessary to enable the court as an institution  
to fulfill its constitutional, statutory and societal responsibilities for all who seek justice*